

# MyVector – Developmental Education Board Administrator User Role Software User Guide 25 Oct 2016

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## 1.0 Overview

The purpose of this document is to provide an overview of the Developmental Education Board Administrator's capabilities within the MyVector application. This user guide is intended for those individuals who have been granted the Developmental Education Board Administrator role within the MyVector application. To request Developmental Education Board Administrator access, please contact AF/A1DI or submit a Help Desk ticket request through the Help function within MyVector.

**NOTE:** If you have feedback on the existing functionality, please contact Capt Thomas McNitt at HAF/A1DI or submit a Help Desk ticket within MyVector.

## 2.0 Accessing Developmental Education Boards

Once you are granted the Developmental Education Administrator Role, you will be able to access the DE Board management function via the main menu and selecting the DE Boards option. The application will allow you to manage DE Boards, Advanced Academic Degrees, Advanced Studies Group, PME Courses, and AFPROMS data (See Figure 2.0.1).

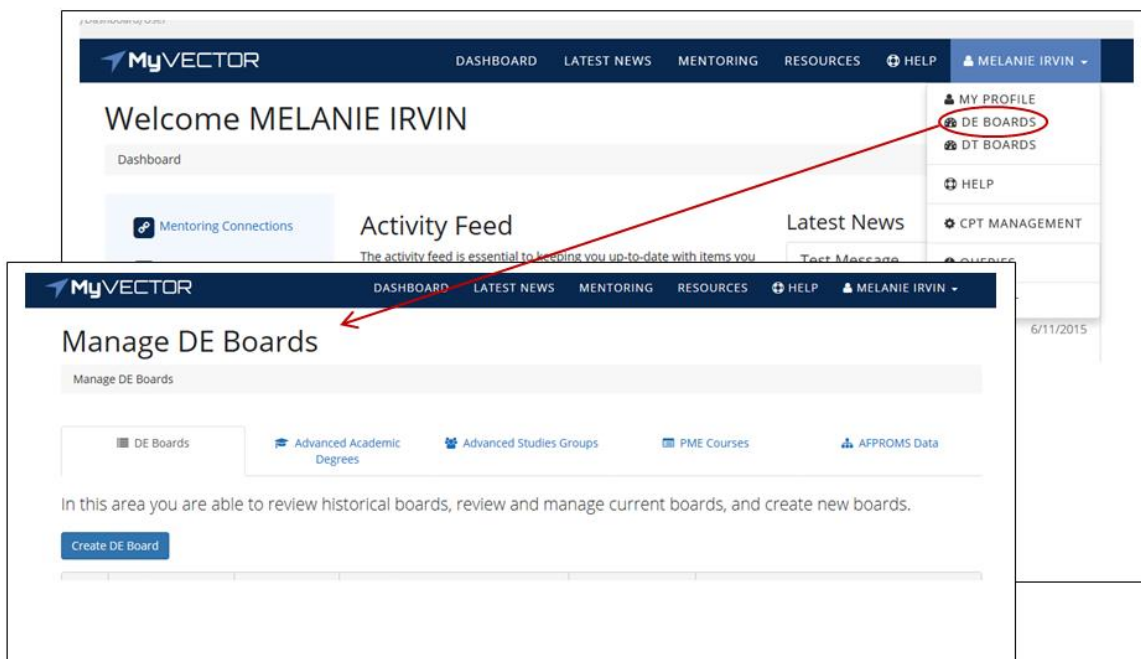


Figure 2.0.1 – Accessing DE Boards

### 3.0 Developmental Education Board Management

The selection of DE Boards from the Main Menu will guide you to the page shown in Figure 3.0.1. Here you can manage DE Course Lookup Tables and DE Boards. To create a DE Board, select the Create DE Board option button (Figure 3.0.1)

Board ID	Year	DE Board Type	PME Type	Description
FODEDE01IE	2021	Officer - Air National Guard	SDE	I'm adding a description
FODEFODE17	2018	Officer - Active Duty	IDE	IDE Central Selection Board 2017
FODETESTCC	2018	Officer - Active Duty	IDE	Test Comp Cat import
FODEZEUTID	2018	Officer - Active Duty	IDE	Leave Label as is.
FODEeah123	2017	Officer - Active Duty	IDE	test
FODESDE17B	2017	Officer - Active Duty	SDE	SDE Board for Line Air Force Test 2
FODEZ016AB	2016	Officer - Active Duty	IDE	Testing

Figure 3.0.1 – Creating a DE Board

Once you have selected the Create DE Board option you will be guided to the Create DE Board interface (Figure 3.0.2). Your first step will be to enter board information specifics. The Board ID is a 6-digit alpha-numeric unique identifier. The Description is a text field providing an overview of the intent of the board. The Board Type covers the component that will meet the board, the PME Type is the level of PME for which the board is selecting personnel for and the Year is the Year the board will meet.

# Create Board

[Manage DE Boards](#) / Create DT Board

## Create Developmental Education Board

**Board ID**

**Description**

**DE Board Type**

**PME Type**

**Year**

*Figure 3.0.2 – Creating a DE Board – Board Characteristics*

After the board is created, you will have the ability to manage the Board Dates/Percentages, Messages, the ability to upload the Roster of people meeting the board and the ability to add a person to the board.

### 3.1. Managing Board Attributes

To edit the board dates/percentages for a specific board you will select the “Edit Dates & Percentages” option for the board selected (See Figure 3.1.1). Each of these dates is important with respect to the workflow of the board and the actions that will occur. Each of the dates must be in chronological order beginning with the initial eligible population date which typically will be the date that the initial roster will be updated in to the MyVector application.

- The Notification Date to Members will trigger an email to all personnel eligible to meet the board notifying them of their upcoming board.
- The Freeze date for Senior Rater of Individual for this specific board establishes the relationship between the person meeting the board and the Senior Rater for this specific board and will not be changed via a PCS of the individual or Senior Rater for this board unless manually edited by the DE Board Administrator.
- The Notification Date to Senior Raters will trigger an email to all individuals identified as Senior Raters of individuals meeting this specific board.
- The Freeze date for Members PME Preferences and Intent will be the date the member will no longer be able to modify their Development Plan until the board is completed.
- The Suspense Date for Senior Rater Nomination Recommendations is the date the Senior Raters are required to have their nominations and recommendations complete for their individuals meeting the board.
- The Date for Final Nomination scrub for records is an internal DE Board Administrator date to assure that all records nominated are ready to be pushed to eBOSS
- The Date for eBOSS pull of MyVector data is the date that eBOSS will be able to pull the board information and all pertinent information relating to the individuals meeting the board.
- The Central Board Start Date is the date the board is expected to begin.
- The Date for Board Results to come back to MyVector is the date that MyVector will be able to pull the results of the board from eBOSS back to MyVector
- The Public Release Date is the date that will trigger emails to all Senior Raters and Individuals that the results of the board are available and they will be able to view in MyVector.

Manage DE Boards

DE Boards

In this area you are able to

Create DE Board

Board ID

FOEDE01IE

FOEDE017

FODETESTCC

FOEZEUTID

FOEeah123

FOESDE17B

FODEZ016AB

FOEDE1897

FODETEST01

FOEZZZZZZ

FOEB216ME

FODEF077

FODEcksrat

FOEchrarat

FOEHIST16

FODE123456

FOEHIST12

Manage DE Board FODEDE01IE

Manage DE Boards / Manage DE Board FODEDE01IE

Officer - Air National Guard, SDE, 2021

Population

Board Attributes

Messages

Senior Raters

Documents

Important Dates

Initial Eligible Population Date

6/4/2016

Notification Date to Members

9/23/2016

Freeze date for Senior Rater of Individual for this specific board

Notification Date to Senior Raters

Freeze date for Members PME Preferences and Nomination

Suspense Date for Senior Rater Nomination Recommendations

Date for Final Nomination scrub for records to meet board

Date for eBOSS pull of MyVector Data

Central Board Start Date

Date for Board Results to come back to MyVector

Public Release Date

Competitive Category Candidate Nomination Rates

0 % Line Air Force

23 % Medical Officer

34 % Judge Advocate General

55 % Chaplain

Update

Figure 3.1.1 – Managing Board Attributes – Edit Dates & Percentages



### 3.2 Managing Board Population

As a DE Board Administrator you will have the ability to upload a roster of people meeting the board by selecting the Upload Roster option. You will also have the ability to add a specific individual from within the MyVector application as well as “remove” a person from meeting a board within the application.

The first step will usually be to upload the external roster on the population tab (Figure 3.2.1). The following are important criteria for this roster.

- This roster will come from an Excel Spreadsheet with the following **required** information and format (column order is important): SSAN, DoDID, Status, Rank, Name, Number of Looks and Competitive Category.
- The Match may be done by DoDID or SSAN.
- The SSAN may have hyphens in it, it may also miss leading zeros (i.e. 000012345 can be 12345 in sheet).
- Only .xlsx file format (2008+ Excel) is allowed.

The screenshot shows the 'Manage DE Boards' interface. On the left, a list of boards is displayed with columns for Board ID and Year. The board 'FODE123456' is selected. The main panel shows the 'Manage DE Board FODE123456' details, including the title 'Officer - Active Duty, IDE, 2016'. The 'Population' tab is active, and the 'Upload Roster' button is highlighted. Below this, a section titled 'Upload Roster of People Meeting Developmental Education Board' provides instructions and a 'Select File' button. At the bottom, a table displays the roster data with columns: SSAN, DoDID, Status, Rank, Name, Number of Looks, and Competitive Category.

SSAN	DoDID	Status	Rank	Name	Number of Looks	Competitive Category
000000001	0000001	Select	Cpl	CHRISTOPHER HOPKINS	4 A	
000000002	0000002	Select	Capt	ERIC BASS	4 A	
000000003	0000003	Candidate	Maj	MATTHEW ZAKRI	3 A	
000000004	0000004	Select	1st Lt	JERIMIAH COMPTON	3 A	
000000005	0000005	Select	1st Lt	ZENETRA ENCISO	1 A	
000000006	0000006	Candidate	1st Lt	KENYATTA GUY	4 A	
000000007	0000007	Candidate	1st Lt	SAMUEUL ROUSSEAU	2 A	
000000008	0000008	Select	Capt	SONYA LAY	1 A	
000000009	0000009	Candidate	Maj	DONALD BROWN	3 A	
000000010	0000010	Select	Maj	PAUL JOSHUA	1 A	

Figure 3.2.1 – Managing Board Population – Uploading Roster of People

The DE Board Administrator may have an additional “Add” to the Board. By selecting the “Add Person” option, you will be able to add an individual to the board. You will start entering the name and the system will populate the individuals meeting your criteria. You will select the individual from the list that you would like to select and then click add (See Figure 3.2.2).

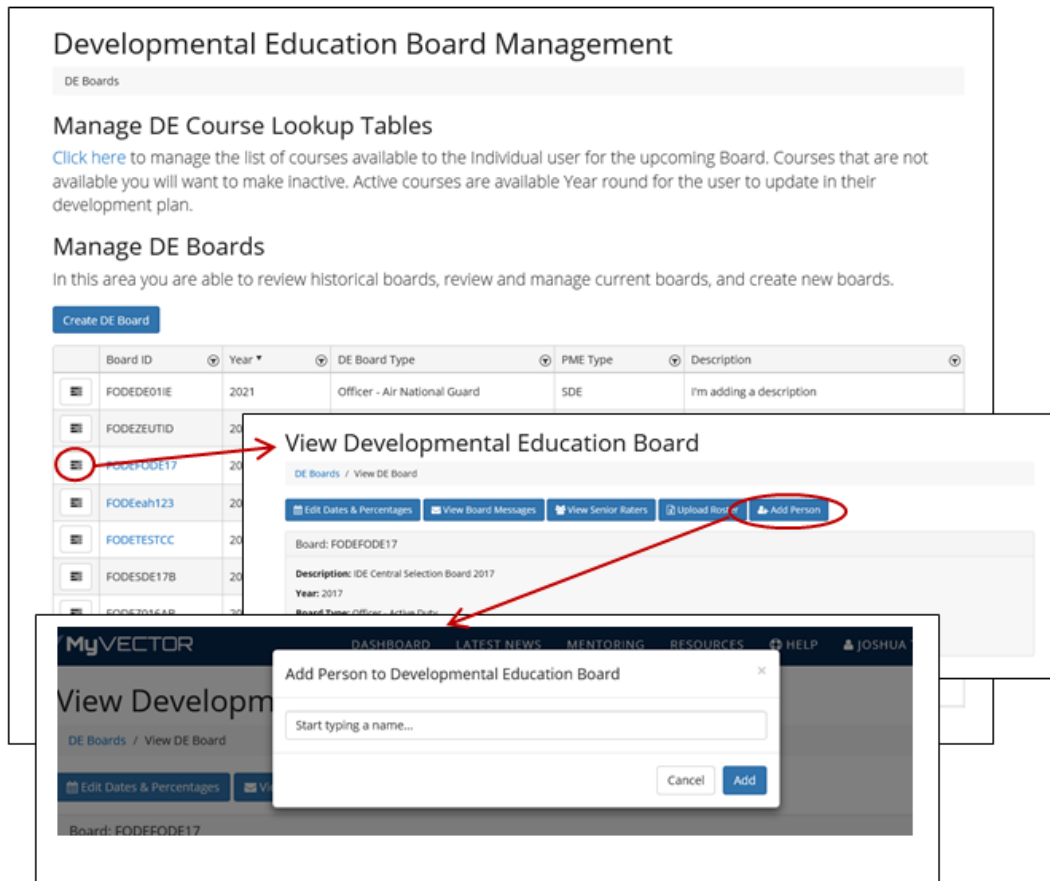


Figure 3.2.2 – Managing Board Population – Adding Individual Person

As the DE Board Admin if you want to remove an individual from a board you can do so by:

1. Enter a checkmark in the remove from meeting board box.
2. Enter rationale (Note: Box will appear when remove from meeting board is checked).
3. Clicking Save.

As the DE Board Admin if you need to restore a removed member as a candidate you can do the following (See Figure 3.2.3):

1. Remove the checkmark from the remove from meeting board box.
2. Click Save.

The screenshot illustrates the 'Manage DE Boards' interface. On the left, a list of boards is shown with columns for Board ID and Year. A red circle highlights the 'FODEDE01IE' board. An arrow points from this circle to the 'Manage DE Board FODEDE01IE' section. This section displays the board's title, 'Officer - Air National Guard, SDE, 2021', and a table of members. A red circle highlights the 'Capt' member, with an arrow pointing to the 'Edit Person Meeting Board' form. This form contains fields for Career Field, Senior Rater, Development Team Management Group, Number of Looks, Status, and Competitive Category. A checkbox labeled 'Remove from meeting board' is circled in red, indicating the action to be taken. Below the form are 'Cancel' and 'Save' buttons.

**Manage DE Boards**

Manage DE Boards

DE Boards

In this area you are able to review and manage the people meeting this Developmental Education board.

Create DE Board

Board ID	Year
FODEDE01IE	2021
FODEFODE17	2018
FODETESTCC	2018
FODEZEUTID	2018
FODEeah123	2017
FODESDE17B	2017
FODEZ016AB	2016
FODEDE1897	2016
FODETEST01	2016
FODEZZZZZZ	2016
FODEB216ME	2016
FODEF0077	2016
FODEcksrat	2016
FODEchrst	2016
FODEHST16	2016
FODE123456	2016

**Manage DE Board FODEDE01IE**

Officer - Air National Guard, SDE, 2021

Population Board Attributes Messages Senior Raters Documents

Here you are able to view and manage the people meeting this Developmental Education board.

Upload Roster

Grade	Name	Career Field	DT Management Group	Status	Looks	Comp. Category	Senior Rater	Nominated
Capt	ABBOTT, STEVEN P	62E - DEVELOPMENTAL ENGINEER	61X	Select	1	A - Line Air Force	Maj/ GS-13 GARDUNO, EVA M	
Col	AGNEW, MONICA J	63A - ACQUISITION MANAGER		Candidate	3	A - Line Air Force	None assigned	

**Edit Person Meeting Board**

Manage DE Boards / Manage DE Board FODEDE01IE / Edit Person Meeting Board

**FODEDE01IE: Capt ABBOTT, STEVEN P**

Career Field: 62E - DEVELOPMENTAL ENGINEER

Senior Rater: Maj/ GS-13 GARDUNO, EVA M

Development Team Management Group: 61X

Number of Looks: 1

Status: Select

☐ Remove from meeting board

Competitive Category: A - Line Air Force

Cancel Save

Figure 3.2.3 – Managing Board Population – Remove/Restore Person

To change the Senior Rater of a person meeting a board you will want to select the person's highlighted name on the board roster and then the edit button on their Senior Rater (Figure 3.2.4).

The figure is a composite of four screenshots illustrating the process of changing a member's Senior Rater:

- Manage DE Boards:** The first screenshot shows a list of boards. The board **FODEDE01IE** is highlighted with a red circle, and a red arrow points to the next screen.
- Manage DE Board FODEDE01IE:** The second screenshot shows the board's details. The **Population** tab is selected and circled in red. A red arrow points to the 'Edit Person Meeting Board' screen.
- Edit Person Meeting Board:** The third screenshot shows the details for **FODEDE01IE: Capt ABBOTT, STEVEN P**. The **Senior Rater** field is circled in red, and a red arrow points to the 'Select Senior Rater' modal.
- Select Senior Rater:** The fourth screenshot shows a modal with a search bar labeled 'Start typing a name...' and 'Cancel' and 'Save' buttons.

Figure 3.2.4 – Managing Board Population – Changing Member’s Senior Rater

### 3.3 Managing Board Messages

As the DE Board Administrator you may need to view and / or send email notifications to the Senior Raters or Individuals meeting the board. Choose the “View Board Messages” option to be able to view all messages associated with the board (Figure 3.3.1). To create a new message, then please select the create a new board message (Figure 3.3.2).

The screenshot displays the 'Developmental Education Board Management' interface. It includes sections for 'Manage DE Course Lookup Tables' and 'Manage DE Boards'. A list of boards is shown on the left, with 'FODEFODE17' selected. A red circle highlights the 'View Board Messages' button in the top navigation bar. Another red circle highlights the 'View Board Messages' button in the board-specific navigation bar. A red arrow points from the selected board in the list to the 'View Board Messages' button in the board-specific navigation bar. Below the navigation bar, the 'Board Messages' section is visible, showing a table of messages for board 'FODEFODE17'.

	Subject	Body	Sender	Recipient	Date
	Hot Dogs	No way	Lt Col TUMANENG, JOSHUA	Members	8/5/2016
	again	342141	Maj GARDUNO, EVA	Senior Raters	6/14/2016
	Once more!	1237	Maj GARDUNO, EVA	Senior Raters	6/14/2016
	Test email	Hope everyone gets this!	BUSTAMANTE, SUZANNE	Senior Raters	6/14/2016
	Senior Rater Message	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla lorem elit, ullamcorper eu congue u...	Lt Col TUMANENG, JOSHUA	Senior Raters	4/20/2016

Figure 3.3.1 - Managing Board Messages – View Board Messages

By selecting the “Create DE Board Message” option you will be prompted to select the Message Recipient (either Members meeting the board or Senior Raters) and will have a form to populate the Subject and Body of the email message (See figure 3.3.2). Upon selecting Send, the message will be sent from the MyVector application.

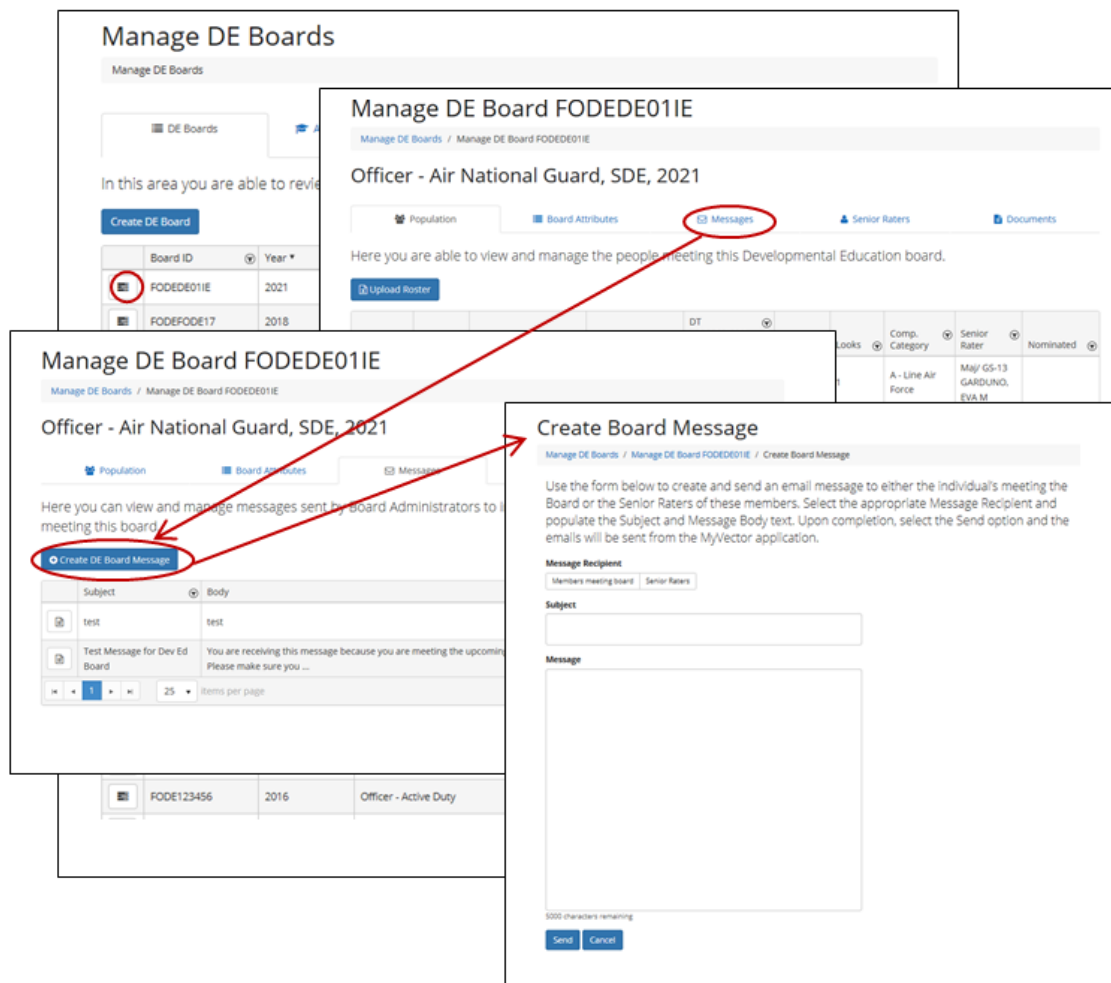


Figure 3.3.2 – Managing Board Messages – Creating Board Message

### 3.4 Managing Senior Raters

As the DE Board Admin you can view the list of Senior Raters for a particular board (See Figure 3.4.1).

The screenshot displays the 'Manage DE Boards' interface. On the left, a table lists boards with IDs FODEDE01IE, FODEFODE17, and FODETESTCC. The 'Senior Raters' tab is selected for board FODEDE01IE. Below the tabs, a table lists senior raters with columns for Name, Total, Line Air Force, Medical Officer, Judge Advocate General, Chaplain, and Override Nomination Limit. Two raters are listed: Majr GS-13 GARDUNO, EVA M and Col KENT, CLARK S.

Name	Total	Line Air Force	Medical Officer	Judge Advocate General	Chaplain	Override Nomination Limit
Majr GS-13 GARDUNO, EVA M	1	1	0	0	0	Yes No
Col KENT, CLARK S	1	0	1	0	0	Yes No

Figure 3.4.1 – Managing Board Senior Raters - Board Senior Raters

As a DE Board Administrator you will be able to view the Senior Rater roster and override a Senior Rater's Nomination limit (See Figure 3.4.2).

**Manage DE Boards**

Manage DE Boards

DE Boards

In this area you are able to review and manage the boards.

Create DE Board

Board ID	Year
FODEDE011E	2021
FODEFODE17	2018

**Manage DE Board FODEDE011E**

Manage DE Boards / Manage DE Board FODEDE011E

Officer - Air National Guard, SDE, 2021

Population Board Attributes Messages **Senior Raters** Documents

Here you are able to view and manage the people meeting this Developmental Education board.

Upload Roster

Name	Total	Line Air Force	Medical Officer	Judge Advocate General	Chaplain	Override Nomination Limit
Maj/ GS-13 GARDUNO, EVA M	1	1	0	0	0	Yes No
Col KENT, CLARK S	1	0	1	0	0	Yes No

Here you can view a list of all Senior Raters on this board. Setting **Override Nomination Limit** will allow that Senior Rater to nominate any number of their Candidates.

Board ID	Year	Officer - Active Duty	IDE	Chris Testing
FODE123456	2016			

Figure 3.4.2 – Managing Board Senior Raters – Override Nomination



### 3.5 Managing Board Results

As the DE Administrator you will be able to modify post board data on a selected individual before the Public Release date (Figure 3.5.1):

- Not Nominated/Nominated
- Matched/Not Matched (Update)

**Manage DE Boards**

Manage DE Boards

DE Boards

In this area you are able to review

Create DE Board

**View Developmental Education Board Results**

Manage DE Boards / View Developmental Education Board Results

You are viewing the results of the **FODEHIST12, Historical Board Test (Officer - Active Duty)**. The following is a quick reference display of the results.

Rank	Name	Comp. Category	Senior Rater ID	Senior Rater Name	DE Board Result	School Selection
Maj	DUCK, DOUGLAS M	Line Air Force	1237	GARDUNO, EVA M	Not Matched	
SrA	DUCK, HEATH JOHN					
Lt Col	DUCK, KENNETH					
Capt	DUCKEN, SAMUEL K					
SSgt	DUCKER, AVERY SCOTT					
Lt Col	DUCKETT, MATTHEW L					
2d Lt	DUCKWORTH, JESSICA I					
Lt Col	MURRAY, DAVID					

**Edit Vectors For Maj DUCK, DOUGLAS M**

DE Board: FODEHIST12 Historical Board Test

**Nominated**

☒ Yes ☐ No

**Matched**

☐ Yes ☒ No

Cancel Save

Board ID	Year	Officer - Active Duty	IDE	Add People to Me
FODEDE01IE	2021			
FODEFODE17	2019			
FODETESTCC	2018			
FODEZEUTID	2018			
FODEeah123	2017			
FODESDE17B	2017			
FODE2016AB	2016			
FODEDE1897	2016			
FODETEST01	2016	Officer - Active Duty	IDE	Add People to Me
FODEZZZZZZ	2016	Officer - Active Duty	IDE	
FODEB216ME	2016	Officer - Active Duty	IDE	
FODEXXXXXX	2016	Officer - Active Duty	IDE	
FODEcksrat	2016	Officer - Active Duty	IDE	
FODEcksrat	2016	Officer - Active Duty	IDE	check senior rater
FODEHIST16	2016	Officer - Active Duty	IDE	Test Historical (No EBOSS Data)
FODE123456	2016	Officer - Active Duty	IDE	Chris Testing
FODEHIST12	2012	Officer - Active Duty	IDE	Historical Board Test

Figure 3.5.1 – Managing Board Results – Edit Vectors

### 3.6 Managing Board Documents

As the DE Board Admin you will have the ability to manage Officer Personnel Brief. You will be able to determine which information you would like to display and hide for individuals meeting a particular board (See Figures 3.6.1 and 3.6.2).

The screenshot displays the 'Manage DE Boards' interface. On the left, a sidebar lists various boards, with 'FODEDE01IE' selected. The main content area shows the 'Manage DE Board FODEDE01IE' page for 'Officer - Air National Guard, SDE, 2021'. Below the title, there are tabs for 'Population', 'Board Attributes', 'Messages', 'Senior Raters', and 'Documents'. The 'Manage Officer Personnel Brief' button is highlighted in the main content area. A table at the bottom lists board details.

Board ID	Year	Officer - Active Duty	IDE	Testing
FODEDE1897	2016	Officer - Active Duty	IDE	DE FREEZE TEST
FODETEST01	2016	Officer - Active Duty	IDE	Test Board for Senior Rater Freeze
FODEZZZZZZ	2016	Officer - Active Duty	IDE	DE Board for LI Test...must be last
FODEB216ME	2016	Officer - Active Duty	IDE	Add People to Me

Figure 3.6.1 – Managing Board Documents

Manage Officer Personnel Brief FODEDE01IE

Manage DE Boards / Manage DE Board FODEDE01IE / Manage Officer Personnel Brief FODEDE01IE

Officer - Air National Guard, SDE, 2021

Export My OPR (Preview)

Header Section

ID/SDE Status

Show Hide

Grade Data Section

Current Grade

Show Hide

BPZ

Show Hide

Date of Rank

Show Hide

Projected Grade

Show Hide

Service Data Section

TAFCSO

Show Hide

TTCSD

Show Hide

TAFMSO

Show Hide

DOS

Show Hide

DOS Reason

Show Hide

EAO

Show Hide

Pay Date

Show Hide

Functional Category

Show Hide

UII/Date

Show Hide

Security Clearance

Show Hide

Security Clearance Complete Date

Show Hide

Career Field Exp Section

DT Functional

Show Hide

Core AFSC

Show Hide

Duty AFSC

Show Hide

Primary AFSC

Show Hide

2AFSC

Show Hide

3AFSC

Show Hide

Joint Data Section

JQO

Show Hide

JQO Date

Show Hide

Organization

Show Hide

From

Show Hide

To

Show Hide

Assignment Details Section

Record Status

Show Hide

DAS

Show Hide

DOLDS

Show Hide

OOSD

Show Hide

STRD

Show Hide

DEROS

Show Hide

ASD

Show Hide

RNLTD

Show Hide

AAN

Show Hide

Join Spouse

Show Hide

Degree History Section

Degree Level

Show Hide

Specialty

Show Hide

Institution

Show Hide

Date

Show Hide

SEI Section

Show Hide

Demographic Data Section

Source of Commission

Show Hide

Competitive Category

Show Hide

Sex

Show Hide

Date of Birth

Show Hide

Race

Show Hide

Ethnic Group

Show Hide

Decorations Section

Name

Show Hide

Number

Show Hide

Date

Show Hide

ADSC Data Section

Show Hide

Code

Show Hide

Expiration Date

Show Hide

OPR Info Section

Show Hide

Date

Show Hide

Grade

Show Hide

Date

Show Hide

Deployment History Section

Show Hide

Type

Show Hide

Inclusive Dates

Show Hide

Number of Days

Show Hide

Location

Show Hide

AFSC

Show Hide

Rated Data Section

Show Hide

Aero Rating

Show Hide

Aero Rating

Show Hide

Total Flying Hours

Show Hide

RDTM

Show Hide

Aircraft

Show Hide

Date Last Flown

Show Hide

Primary Hours

Show Hide

Eval/FP Hours

Show Hide

Combat Hours

Show Hide

Military PME Section

Show Hide

Course Name

Show Hide

Method

Show Hide

Year

Show Hide

IET Section

Show Hide

Acquisitions Section

Show Hide

Corp Status

Show Hide

Career Field Cert

Show Hide

Level

Show Hide

Date

Show Hide

Nuclear Experience Section

Show Hide

PRP

Show Hide

Experience

Show Hide

Effective Date

Show Hide

Stop Date

Show Hide

Language Section

Show Hide

DLAB Score

Show Hide

DLAB Date

Show Hide

Self-Assessment Language

Show Hide

Self-Assessment Proficiency

Show Hide

Self-Assessment Date

Show Hide

FLPP Language

Show Hide

FLPP Read

Show Hide

FLPP Listen

Show Hide

FLPP Speak

Show Hide

FLPP Date

Show Hide

Duty History Section

Show Hide

Duty Status

Show Hide

Effective Date

Show Hide

Projected Duty Status

Show Hide

Projected Effective Date

Show Hide

Start Date

Show Hide

AFSC

Show Hide

Duty Title

Show Hide

Level

Show Hide

Unit

Show Hide

Type

Show Hide

Location

Show Hide

State

Show Hide

Command

Show Hide

Figure 3.6.2 – Managing Board Documents - Officer Personnel Brief

## 4.0 Advanced Academic Degrees

As the DE Admin you will have the ability to add Advanced Academic Degrees (See Figure 4.0.1).

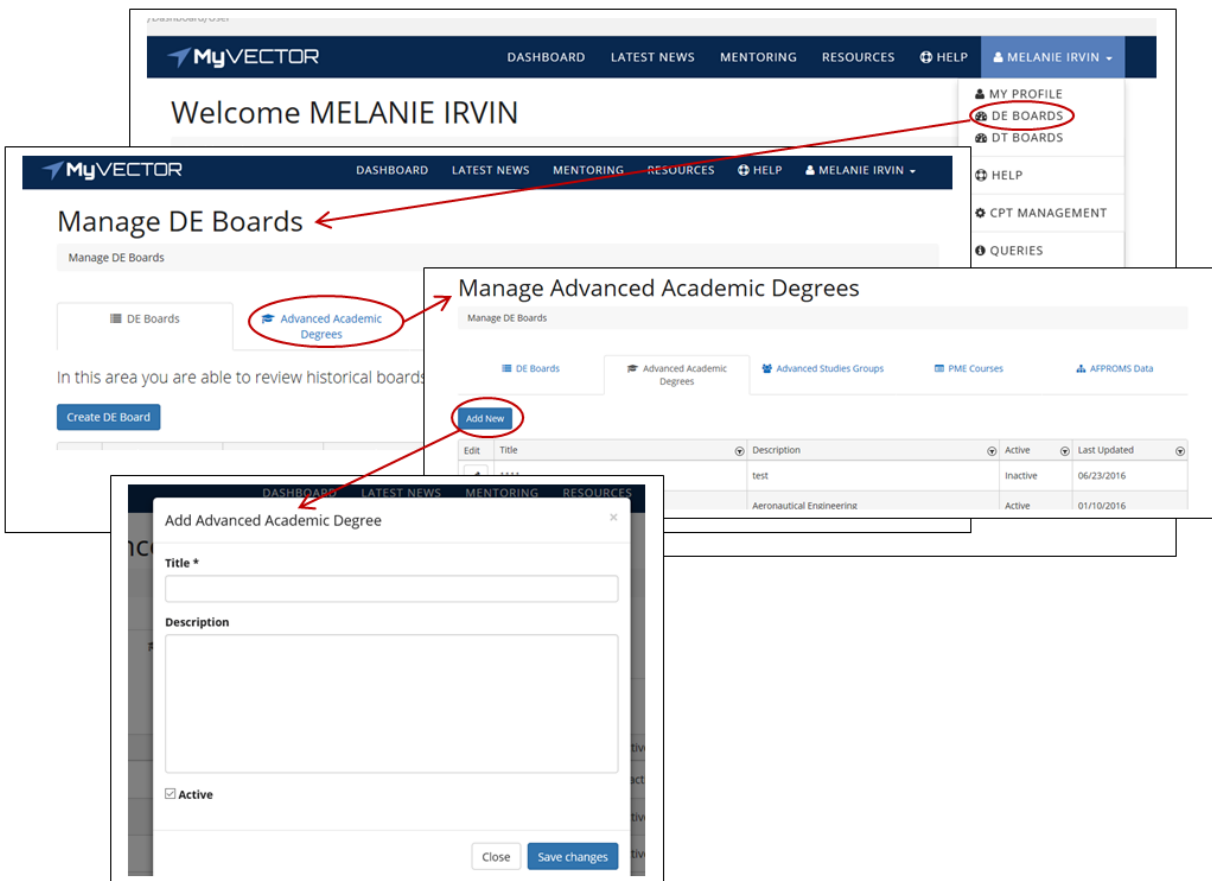


Figure 4.0.1 - Advanced Academic Degrees – Adding New

In addition to adding, the DE Admin will have the ability to edit and/or make a degree active (See Figure 4.0.2).

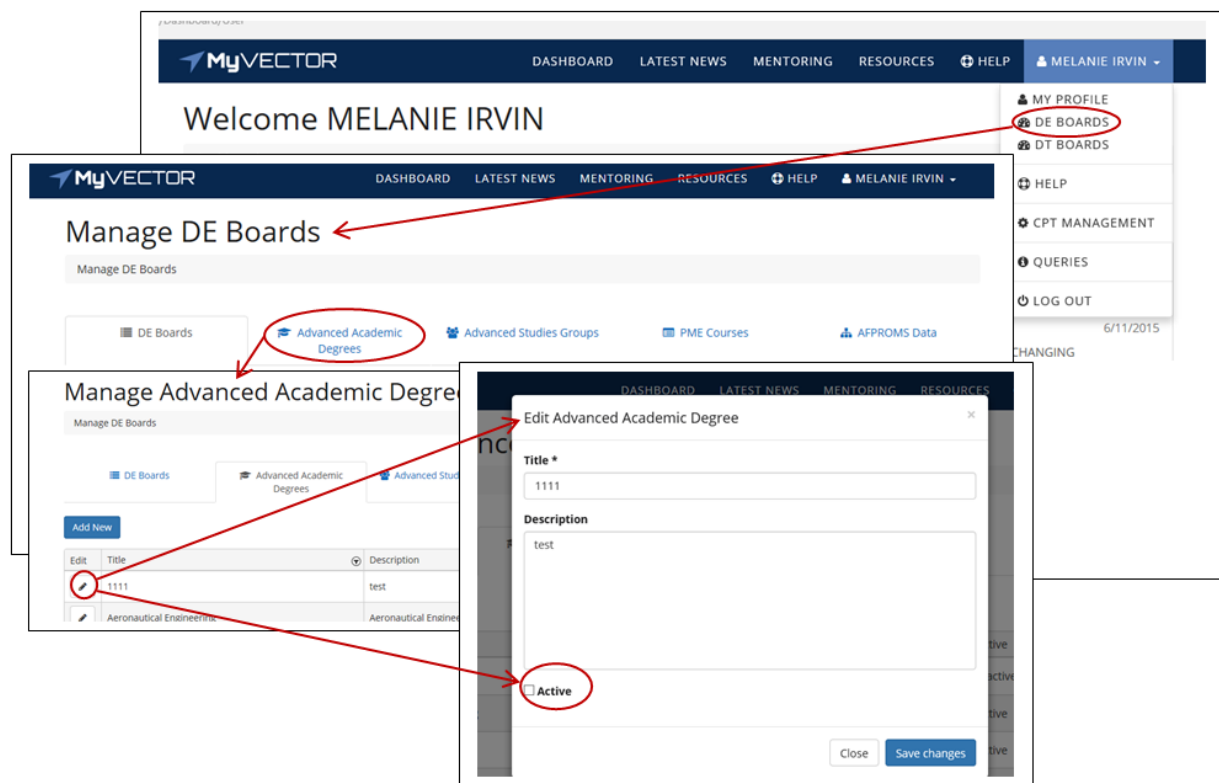


Figure 4.0.2 - Advanced Academic Degrees – Edit and/or Make Active

## 5.0 Advanced Studies Groups

As the DE Admin you will also have the ability to add Advanced Studies Groups (See Figure 5.0.1).

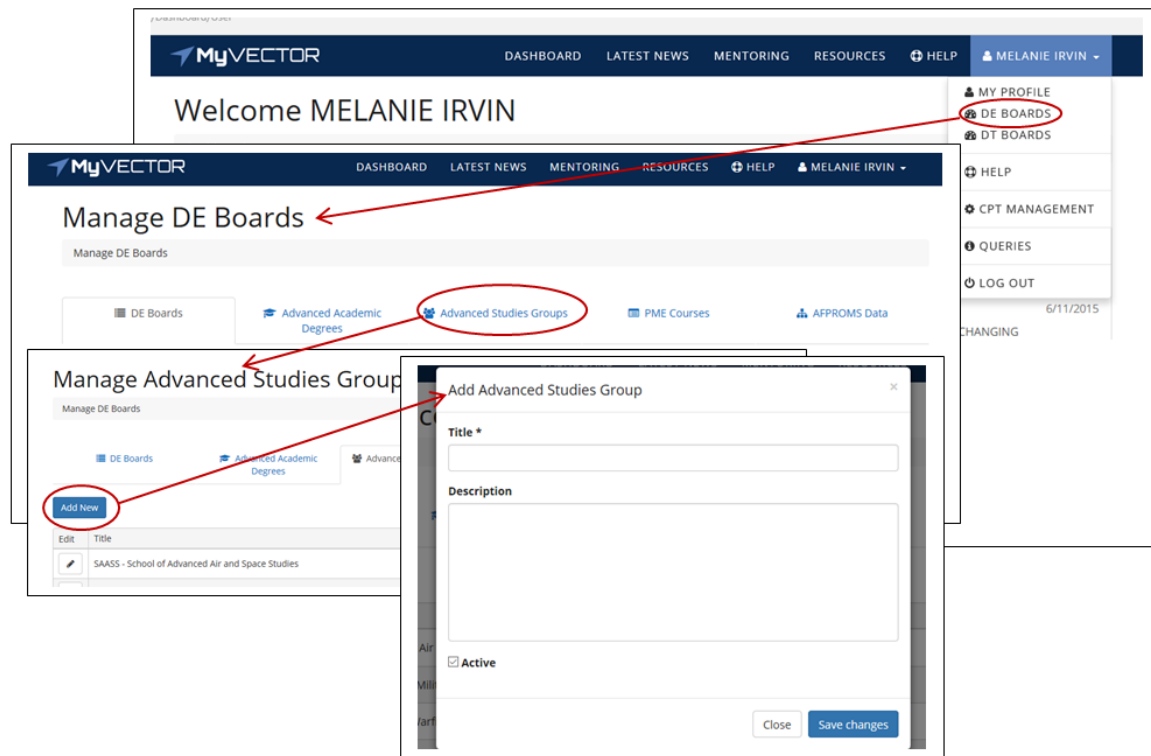


Figure 5.0.1 – Advanced Studies Groups – Add New

In addition to adding, the DE Admin will have the ability to edit and/or make an Advanced Studies Group active (See Figure 5.0.2).

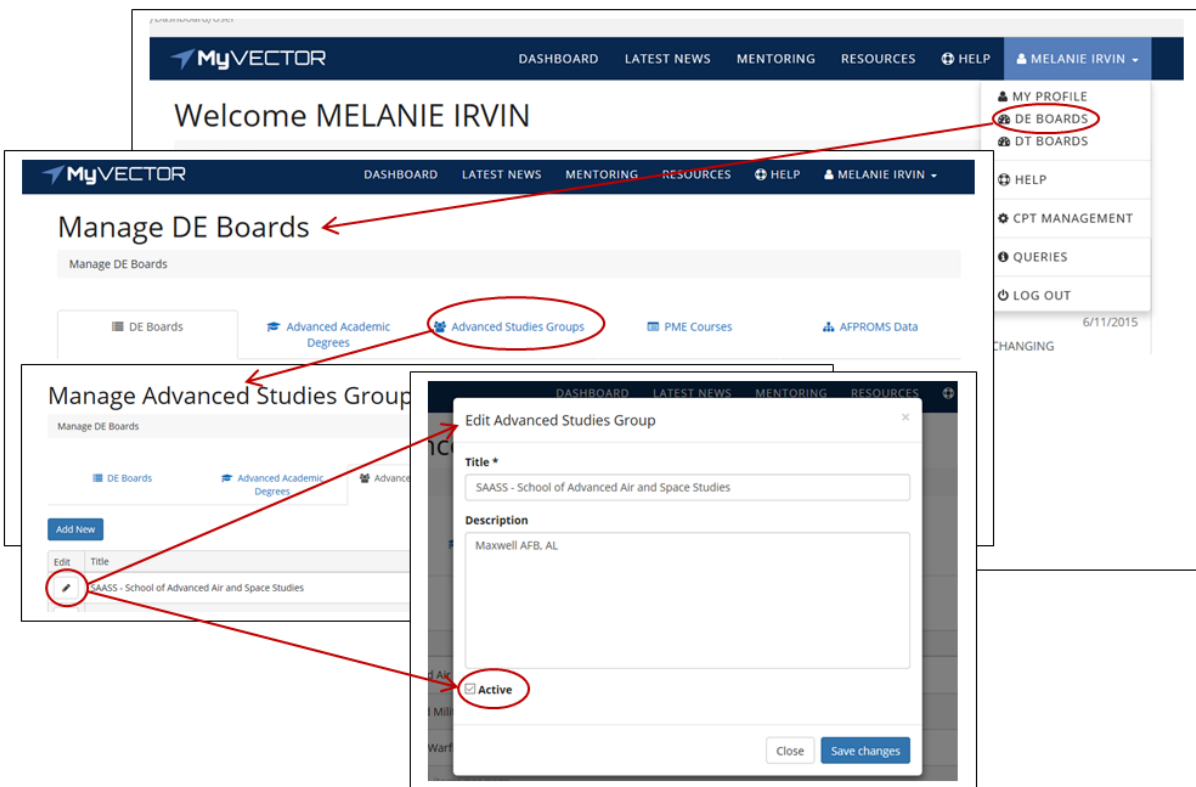


Figure 5.0.2 – Advanced Studies Groups – Edit and/or Make Active

## 6.0 PME Courses

As the DE Admin you will also have the ability to add Advanced Studies Groups (See Figure 6.0.1).

**NOTE:** Be sure to select career type before selecting to add new PME course.

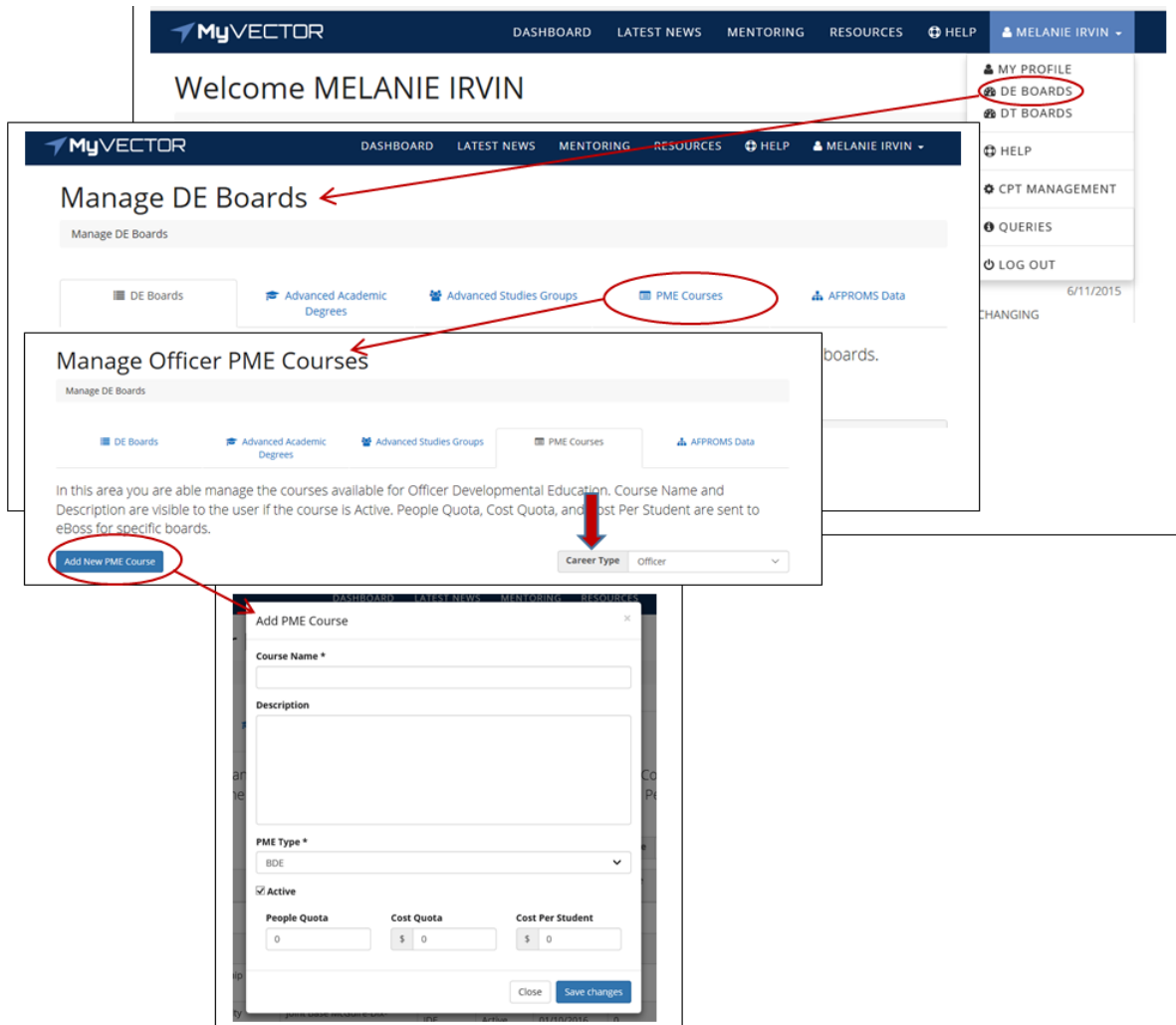


Figure 6.0.1 – PME Courses – Add New



In addition to adding, the DE Admin will have the ability to edit and/or make a PME Course active (See Figure 6.0.2).

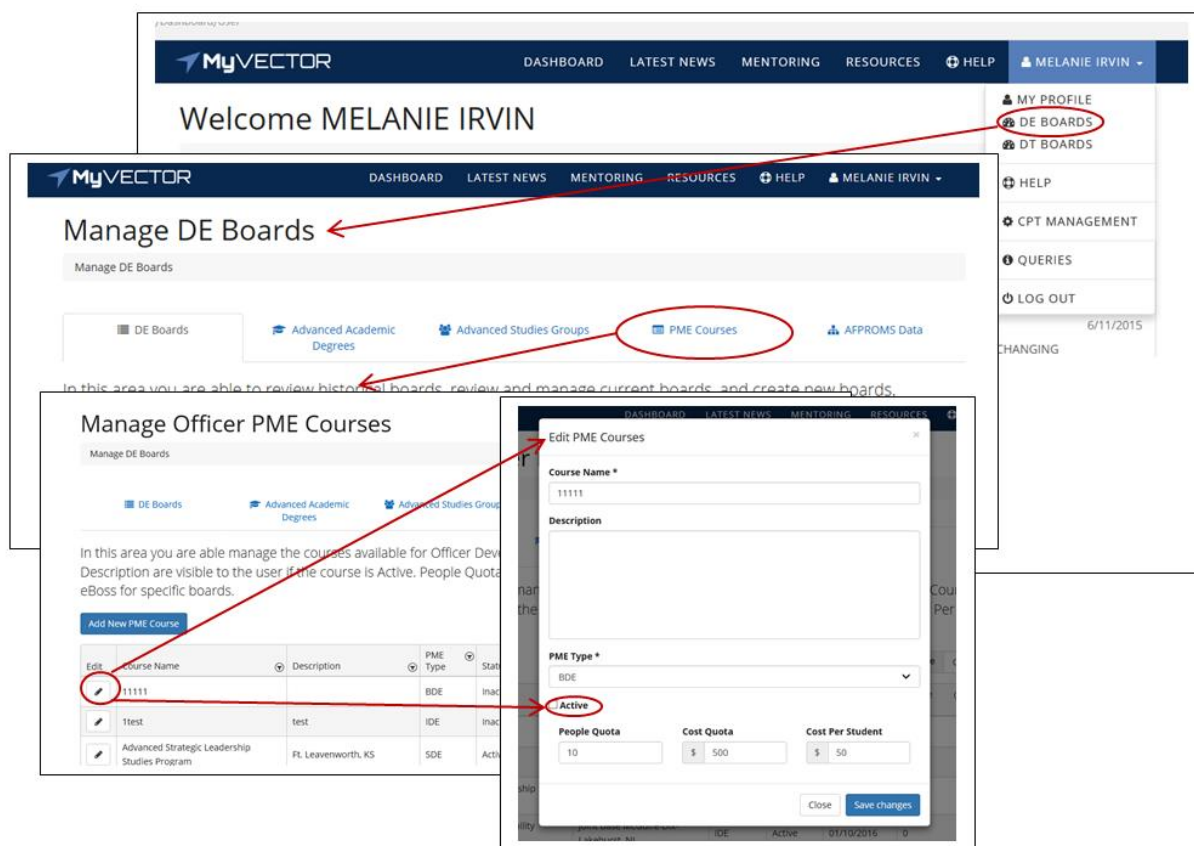


Figure 6.0.2 – PME Courses - Edit and/or Make Active

## 7.0 AFPROMS Data

As the DE Admin you will have the ability to refresh the AFPROMS data in order to keep your Senior Raters' information up to date and current (See Figure 7.0.1)

The screenshot displays the MyVECTOR user interface for a Development Education (DE) Administrator. The top navigation bar includes links for DASHBOARD, LATEST NEWS, MENTORING, RESOURCES, and HELP, along with a user profile dropdown for MELANIE IRVIN. The main content area is titled 'Manage DE Boards' and contains several tabs: DE Boards, Advanced Academic Degrees, Advanced Studies Groups, PME Courses, and AFPROMS Data. The AFPROMS Data tab is selected and circled in red. Below this tab, a text box states: 'In this area you can view the Senior Rater data received from AFPROMS, and manually refresh the data if needed.' A 'Refresh Afpros Data' button is visible, followed by the text 'Last pull from AFPROMS: 10/14/2016 11:29 AM'. Below this, a table lists Senior Rater data.

Senior Rater ID	Title	Name	SSAN	Branch	Mgmt Lvl	ML Head	Phone	DSN	Remarks	Updated
351DD			0000		3S			0		
CS1PJ			0000		CS			0		
SV1V1			0000		SV			0		

Figure 7.0.1 – AFPROMS Data - Refresh